



UNITED STATES INTERNATIONAL TRADE COMMISSION

WASHINGTON, DC 20436

June 12, 2013

MEMORANDUM TO ALL U.S. INTERNATIONAL TRADE COMMISSION EMPLOYEES

FROM: The Chairman

SUBJECT: Anti-Harassment Policy

As Chairman of the U.S. International Trade Commission (Commission), I am reaffirming my commitment to maintaining a work environment where employees can perform to their full potential, free from harassment, intimidation, or other disruptive behavior. The Commission is committed to the prevention of harassment and promotion of a work environment that reflects the Commission's commitment to excellence and respect for all individuals. All supervisors and managers are responsible for preventing and promptly correcting any harassment in the workplace before it rises to the level of a violation of federal law. Harassment in any form is prohibited and will not be tolerated.

Harassment (Non-Sexual):

Prohibited and unlawful harassment is any harassment based on protected classes including race, sex, age, color, religion, national origin, disability, parental status, sexual orientation, protected genetic information, and any activity protected under the anti-discrimination statute. Harassment occurs when there is unwelcome conduct that: substantially interferes with an employee's job performance, benefits, or opportunities; or creates an intimidating work environment.

Sexual Harassment:

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of

1964. The Equal Employment Opportunity Commission defines sexual harassment as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment.

Managers and supervisors must set the tone for a positive and professional work climate, and must take immediate action on observed or reported incidents. It is important that employees conduct themselves in an appropriate manner, and monitor their personal behavior regarding their words and actions. All employees are accountable for their conduct in the workplace.

Employees who feel they are victims of harassment are encouraged to report the incident immediately, without fear of reprisal, to a supervisor, management official, and/or the Office of Equal Employment Opportunity. All claims of harassment will be investigated promptly and thoroughly, and where allegations are substantiated, appropriate action will be taken.

IRVING WILLIAMSON
Chairman